

**Town Meeting Coordinating Committee**  
**Agenda for Meeting of Wednesday, February 4, 2009**  
**Bangs Center, Room 101**  
**5:00 – 6:30 p.m.**

**NOTE: WE WILL BE IN BANGS CENTER**

1. Call to Order
2. Minutes of January 13
3. Report on tasks assigned at last meeting
  - Contacting all boards, committees, Town Moderator and LWV of April 21 date for Warrant Review date (Roberts)
  - Request for notification of meetings for preparation of the warrant (Burak)
4. Planning for Pre-Town Meeting Events
  - Topic, location and planning for information forum in mid April
  - Help for planning and arranging Warrant Review
5. Work on actions suggested at December meeting
  - Reminders to Town Meeting members of expiring terms
  - Timing of Letter to Editor about discs at Jones Library (Roberts)
  - Draft of letter on how department budgets are presented at Town Meeting (Gray, Bynum-Lewis, Brooks)
  - Finance committee members
  - Announcement Box in Amherst Bulletin for Town Meeting events (Bynum-Lewis)
  - Reminder stickers for packet envelopes (Bynum-Lewis)
6. Priorities for work in February(see list in #4 in Minutes of 12/9/08)
7. Scheduling of future meetings
8. Adjournment